

# Retention and Classification Report

**Agency:** Canyons School District (Utah). Jordan High School (1791)

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## Records Officer

28082	Attendance reports
28081	Grade roll books
28083	Office reports
05530	Official transcripts
28445	Yearbooks

**AGENCY:** Canyons School District (Utah). Jordan High School

**SERIES:** 28082

3

**TITLE:** Attendance reports

**DATES:** 1911-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the class rolls maintained by each teacher. They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 1.

**AUTHORIZED:** 07/11/2012

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Historical Legal

These records have long term historical value documenting student participation in school systems prior to the advent of official transcripts.

**AGENCY:** Canyons School District (Utah). Jordan High School

**SERIES:** 28082

**TITLE:** Attendance reports

(continued)

**PRIMARY CLASSIFICATION:**

Exempt 34 CFR 99

**AGENCY:** Canyons School District (Utah). Jordan High School

**SERIES:** 28081

3

**TITLE:** Grade roll books

**DATES:** 1911-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

The sheets include a description of the course, course number, teacher's name, room number, student number, student's name, sex, grade, and the grade received in the class. Grades are recorded in official transcripts.

**RETENTION:**

Retain Retain in office 1 year and then transfer to Records Center for 40 years then transfer to Archives permanently.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 32.

**AUTHORIZED:** 07/11/2012

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 40 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

These records have long term historical value documenting student participation in school systems prior to the advent of official transcripts.

**AGENCY:** Canyons School District (Utah). Jordan High School

**SERIES:** 28081

**TITLE:** Grade roll books

(continued)

**PRIMARY CLASSIFICATION:**

Exempt 34 CFR 99

**AGENCY:** Canyons School District (Utah). Jordan High School

**SERIES:** 28083

3

**TITLE:** Office reports

**DATES:** 1911-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the class rolls maintained by each teacher. They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 1.

**AUTHORIZED:** 07/11/2012

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Historical Legal

These records have long term historical value documenting student participation in school systems prior to the advent of official transcripts.

**AGENCY:** Canyons School District (Utah). Jordan High School

**SERIES:** 28083

**TITLE:** Office reports

(continued)

**PRIMARY CLASSIFICATION:**

Exempt 34 CFR 99

**AGENCY:** Canyons School District (Utah). Jordan High School

**SERIES:** 5530

3

**TITLE:** Official transcripts

**DATES:** 1911-

**ARRANGEMENT:** Chronological, thereunder alphabetical by name

**DESCRIPTION:**

These cards are the official record of school attendance and high school graduation. They are used to document graduation from high school and to verify classes attended and credits earned. They are used for college admission and employment. They also include the transcripts for students who did not graduate, but attended high school classes in the district (ninth to twelfth grades). It contains: student's name, address, birth date, names of parents, lists of high school classes and grades, date of graduation, test scores, class ranking, grade point average, and social security. It is part of the Student Cumulative File until it is weeded three years after graduation. Since 1984, all official transcript information on graduated seniors is also maintained on-line on the Office of Education Computer System.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 3.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after graduation and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.



**AGENCY:** Canyons School District (Utah). Jordan High School

**SERIES:** 5530

**TITLE:** Official transcripts

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Canyons School District (Utah). Jordan High School

**SERIES:** 28445

3

**TITLE:** Yearbooks

**DATES:** 1911-

**ARRANGEMENT:** Chronological by school year.

**DESCRIPTION:**

These yearbooks document school activities. They are compiled by a yearbook staff with the assistance of a teacher advisor. The yearbooks contain names and photographs of the faculty, staff, and individual students by grade, school clubs, sports, cultural events, and academic and social activities.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 01/23/2014

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This series has permanent historical value as documentation of the faculty, students, and activities of the school.

**AGENCY:** Canyons School District (Utah). Jordan High School

**SERIES:** 28445

**TITLE:** Yearbooks

(continued)

**PRIMARY CLASSIFICATION:**

Public